Top 10 Mistakes to Avoid

When Submitting Nationwide Permit, Jurisdictional Determination, and Individual Permit Information

Top 10 Mistakes to Avoid

- #1: Submitting site location coordinates in DECIMAL DEGREES

  (Ex. 35.7827°N -79.0339°W)

- #2: Including AGENT AUTHORIZATION (from current owner or potential buyer with contract)

- #3: Providing complete Applicant info:
  - Company Name/Main Point of Contact of Company
  - Address, phone #, and email

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- #4: Plans: 11X17 or smaller that clearly depict impact; use match lines with master for large maps. For road crossings, need X-section. Always include scale.

- #5: Include appropriate Jurisdictional Forms
  - If wetlands or uplands, include all upland and wetland data forms. Wetland data forms need to depict different wetland types with map of data point locations
  - If stream, include DWQ and/or Corps Stream Quality Assessment Form
  - *Now* include *USACE Approved Jurisdictional Determination Form* for all submittals
  - Photos are *always* helpful

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- #6: For Individual Permits, include list of adjacent landowners
  - On Labels or e-copy
  - Use BPJ for adjacent landowners on controversial projects….the more the better
  - Helpful to provide e-copy of entire application

- #7: Alternative Analysis for Individual Permits
  - No Action
  - Off-site Alternatives
  - On-Site Alternatives (avoid/minimization)

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- #8 Prior Project History: If unknown, contact local Corps office with previous COE ID #s, previous owners, project names, for last 5 years.

- #9: Mitigation Plan: “N/A” not acceptable
  -include avoid/min. measures
  -include preservation components
  -include EEP letter if available

Top 10 Mistakes to Avoid

- #10: Including *Submittal Cover Sheet*
  - Allows quicker data entry
  - Allows quicker processing
  - Include for all submittals (JDs, PCNs, Pre-Apps, IPs).
  - Copy included in packet

Corps Submittal Cover Sheet

Please provide the following info:

1. Project Name _____
2. Name of Property Owner/Applicant:_____
3. Name of Consultant/Agent: _____

   *Agent authorization needs to be attached.
4. Related/Previous Action ID number(s):_____
5. Site Address: _____
6. Subdivision Name: _____
7. City: _____
8. County: _____
9. Lat: _____Long: _____(Decimal Degrees *Please*)
10. Quadrangle Name: _____
11. Waterway: _____
12. Watershed: _____
13. Requested Action:

    ___ Nationwide Permit # ____

    ___ General Permit # _____

    ___ Jurisdictional Determination Request

    ___ Pre-Application Request

PCN Exercise

- How does this PCN rate out??
  - Complete?
  - Incomplete?
  - An utter disaster?

- Put yourself in our shoes